



National College for
Teaching & Leadership

Subject Knowledge Enhancement operations manual

Academic Year 2013 to 2014 (Version 1.1)

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Introduction

1 Pre-initial teacher training (ITT) Subject knowledge enhancement (SKE) programmes are designed to help potential trainees gain the depth of knowledge needed to train to teach their chosen subject. These programmes can be delivered prior to commencement or alongside the ITT programme but must be completed before a recommendation to award Qualified Teacher Status (QTS) can be made. The subjects in which SKE funding is available can be seen in appendix 1.

2 Pre-ITT SKE programmes can be delivered by any supplier and in any format that is deemed appropriate by the ITT provider/School Direct lead school. It is the ITT provider/School Direct lead school who requests SKE funding from the National College for Teaching and Leadership (NCTL), using the [SKE request form](#). As there is a limited budget for SKE, the funding will operate on demand, subject to regular review by NCTL.

3 This manual is designed to be a guide to requesting NCTL funding for pre-ITT SKE programmes and SKE training bursaries. All payment queries should be directed to the Funding Team at FA.team@education.gsi.gov.uk, any queries regarding eligibility or the purpose of SKE scheme should be directed to TA.SKE@education.gsi.gov.uk.

4 In certain circumstances trainees who have accepted an NCTL-allocated place on pre-ITT SKE Programmes may be eligible for an SKE training bursary. This manual contains details about the availability and amount of SKE training bursary that may be requested for applicants in addition to the programme costs. SD Lead Schools /ITT providers will receive the SKE training bursary funds from the NCTL on behalf of the trainee and must in turn pass on all of the SKE training bursary to the applicant.

5 In order for SKE funding to be released SD lead schools/ ITT providers must have signed up to the Department for Education Terms and Conditions within the SKE grant offer letter (GOL). Please see paragraphs 30 to 33 for further information.

Eligibility of SD Lead School/ITT provider

6 SD lead schools/ITT providers may only request SKE funding for SKE eligible subjects in which they have NCTL allocated ITT places for Academic Year (AY) 2014/15.

7 The SD Lead School/ITT provider can deliver the programme or commission it from any other supplier.

Eligibility of applicant

8 The applicant must have applied for and discussed the offer of a place on a postgraduate ITT programme to qualified teacher status (QTS) prior to the commission of any SKE programmes.

9 If the amount of subject knowledge required means that the SKE programme cannot be completed before, or delivered alongside, the ITT programme in 2014/15, the SD lead school/ITT provider cannot make an offer of a place on an ITT programme but will recommend a SKE programme. The applicant will need to re-apply for entry onto an ITT programme in AY 2015/16.

10 NCTL do not specify that ITT programme entry requirements have to be met prior to a SKE programme commencing. Any entry requirements for a SKE programme specified by the SD lead school/ITT provider must be discussed and agreed with the applicant.

SKE Programmes

11 SKE programmes must:

- start and end before the applicant completes their ITT programme and before a recommendation to award QTS can be made;
- be delivered before or alongside the ITT programme;
- deliver what is required such that the SD lead school/ITT provider can satisfy themselves that the applicant meets the subject knowledge requirements of the Teachers' Standards by the time the ITT programme is complete; and
- be designed so that by the end of an ITT programme, trainees are able to meet the third point within part one of the Teachers' Standards i.e. A teacher must demonstrate good subject and curriculum knowledge.

12 SD lead schools/ ITT providers may commission SKE programmes that will best meet the needs of applicants. These can range from eight weeks to a maximum of 36 weeks. This may include part-time, distance learning and full-time programmes. A full time programme would equate to 25 hours of engagement per week. The funding that can be requested must relate to the Full Time Equivalent (FTE) duration of the programme where eight weeks equates to 200 hours of study, regardless of the start and finish dates of the programme.

Payment of SKE Programme Funding

13 All SD lead schools/ITT providers who have NCTL allocated ITT places in qualifying subjects (Appendix 1) can request pre-ITT SKE programme funding. It is a condition of SKE programme funding that the SD lead schools/ITT providers cannot charge applicants fees for undertaking a SKE programme.

14 Where SKE funding is available it reflects the actual cost of the SKE programme in-line with the maximum levels indicated in Appendix 1. SD lead schools/ITT providers should submit their requests for funding electronically on the [SKE request form](#).

15 Where the SKE programme is procured and delivered by a third party, the invoice must be retained by the SD lead school/ITT provider for audit and assurance purposes, please see paragraph 32 for more information.

16 Applicants must only be registered on one SKE programme. NCTL reserve the right to monitor SKE programme take up and spend. Any SKE programme funds deemed to have been used inappropriately will be recovered in full.

17 The NCTL will pay ITT providers directly. SD lead schools will receive SKE funding from the Education Funding Agency (EFA) on behalf of NCTL. Academies and Free Schools will receive the funding directly from the EFA. The EFA will make the payment via the Local Authority for schools that are LA maintained, including voluntary aided and voluntary controlled schools. Where a lead school, ITT provider, Academy or Free school chooses to, they may nominate that funding be paid directly to the SKE provider (only where that SKE provider is also an existing ITT provider). If an SKE provider is delivering SKE in relation to their own and other providers ITT provision they may claim for both their own candidates and any other schools/providers candidates on the proviso that the ITT lead school/provider has nominated them to receive the funding directly.

18 Payments will be made electronically by BACS at the start of each calendar month. The NCTL aims to pay SKE programme funding in full in the next NCTL monthly payment run following receipt and acceptance of the [SKE request form](#).

19 This manual refers to SKE funding for AY 2013/14 only and is no guarantee of future SKE schemes. The AY runs from 1 August 2013 to 31 July 2014, and all SKE programmes must commence prior to 1 August 2014. Any SKE programmes that start after this date will not be funded.

20 SD lead schools/ITT providers must inform the ITT Funding Team at FA.team@education.gsi.gov.uk as quickly as is reasonably possible if an applicant fails to engage in their SKE programme, or withdraws, including the date of withdrawal. NCTL reserves the right to investigate withdrawals from SKE programmes and recover any unused funding.

Payment of SKE training bursaries

21 SD lead schools/ITT providers should request the SKE training bursaries on behalf of their trainees when requesting the programme funding using the [SKE request form](#).

22 If the SKE programme runs in parallel with the full time ITT programme the higher of the two training bursaries will be paid, not both.

23 The SKE training bursary will reflect the FTE duration of the SKE programme, not the overall actual duration of the SKE programme. For example, if an applicant is required to undertake an eight week SKE programme but it is delivered through distance learning over a longer period, the SKE training bursary will be paid for the eight weeks.

24 The NCTL will pay ITT providers the SKE training bursary funding directly. SD lead schools will receive SKE training bursary funding from the Education Funding Agency (EFA) on behalf of NCTL. Academies and Free Schools will receive the funding directly from the EFA. The EFA will make the payment via the Local Authority for schools that are LA maintained, including voluntary aided and voluntary controlled schools. Where a lead school, ITT provider, Academy or Free school chooses to, they may nominate that funding be paid directly to the SKE provider (only where that SKE provider is also an existing ITT provider). If an SKE provider is delivering SKE in relation to their own and other providers ITT provision they may claim for both their own candidates and any other schools/providers candidates on the proviso that the ITT lead school/provider has nominated them to receive the funding directly.

25 Payments will be made electronically by BACS at the start of each calendar month. The NCTL aims to pay SKE training bursary funding from the next NCTL monthly payment run following the start date of the SKE programme, which must be recorded on the SKE request form. Failure to record the start date of the course in the request form will result in the form being rejected. The SKE training bursary will be paid over the duration of the SKE programme.

26 SD lead schools /ITT providers will receive the SKE training bursary on behalf of the trainee and in turn must pass this on, in full, to the applicant. SKE training bursary funding will cover the last full month of participation on the SKE programme. Any unused SKE training bursary funding issued beyond this date will be recovered in full through the Annual Grant Report which SD lead schools/ITT providers will need to return. Please see paragraph 33 for more information.

The process of requesting SKE funding

27 The following is an overview of the process of SD lead schools/ITT providers requesting and receiving funding:

- The SKE request form should be accessed via the [NCTL funding webpage](#). Requests for multiple trainees can be included on one request form;
- The cost of each SKE programme included in the request form should be known before submitting the request;
- SKE training bursary and SKE programme funding requests relating to the same applicant must be made on the same request form;
- Once completed, the SKE request form should be sent to fa.team@education.gsi.gov.uk . It is important that alongside the first request form, the SD lead school/ITT provider submit a completed Grant Offer Letter. This can be sent in the same email. The Grant Offer Letter must be received and accepted by NCTL before any funding is released;

- Receipt of the [SKE request form](#) will be acknowledged by the ITT Funding Team. If there are any queries about the form the ITT Funding team will let the SD lead school/ITT provider know;
- NCTL aims to pay SKE funding from the next NCTL monthly payment run following receipt and acceptance of the SKE request form.;
- SD lead schools/ITT providers must obtain and retain the invoice for the SKE programmes which they receive funding for over AY 2013/14. They do not need to send these to the NCTL; and
- SD lead schools/ITT providers will be asked to complete an Audit Grant Report at the end of the academic year to reconcile funding from the NCTL and actual spend.

Monitoring and analysis of SKE Scheme

28 SKE programme funding is paid by the NCTL to SD lead schools/ITT providers to cover the cost of running SKE programmes. There is no additional funding to cover administration relating to SKE programmes or bursaries.

29 The data submitted in [SKE request form](#) will form part of a regular analysis and review by NCTL to monitor and evaluate take up of the SKE scheme.

Financial audit of the SKE Scheme

30 In order for SKE funding to be released, all recipients of SKE funding must have a Department for Education Grant Funding Agreement (GFA) in place. This agreement is in place once the SKE Grant Offer Letter (GOL) has been signed by SD lead school/ITT provider. In doing so, SD lead schools/ITT providers are agreeing to the Terms and Conditions of the SKE grant.

31 All recipients of SKE funding must complete all highlighted sections in the GOL, which can be found at the [NCTL's Financial Requirements webpage](#). Annex A of the GOL must be signed by your Accounting Officer, and returned with the SKE request form to the ITT Funding Team at fa.team@education.gsi.gov.uk. Please note, this document must be received and accepted by NCTL before any funding is released. This action only needs to be taken once for 2013/14, upon submission of the first SKE request form.

32 Please ensure you retain all invoices corresponding to the SKE request form as you could be subject to an audit during the year. You may also be asked to submit these invoices to the NCTL at the end of the year.

33 An Annual grant report (AGR) will be sent out by NCTL to all recipients of ITT related funding at the end of the 2013/14 academic year. SKE funding will be incorporated within this return. The recipient must complete the relevant section(s) of the

AGR, arrange for the AGR and Annex G of the GOL to be signed by a registered independent external auditor and submit to the NCTL by 31st December 2014, at financial.monitoring@education.gsi.gov.uk

Appendix 1: SKE subjects and maximum funding rates

Eligible ITT subjects

Subjects
Physics
Chemistry
Mathematics
Languages
Design & technology
Computing

Maximum funding rates

Programme length in Weeks	Maximum funding	Maximum bursary
<=8	£1,910	£1,600
<=12	£2,810	£2,400
<=16	£3,705	£3,200
<=20	£4,605	£4,000
<=24	£5,500	£4,800
<=28	£6,115	£5,600
<=32	£6,725	£6,400
<=36	£7,340	£7,200

Change Log

Version	Published Date	Changes made
1.0	December 2013	Original publication
1.1	March 2014	Amendment to funding delivery options. Para 17 and 24.



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